



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I

\$5,079 - \$6,311

ENFORCEMENT BRANCH HEADQUARTERS

BUDGETS, PROPERTY CONTROL, AND SPECIAL PROJECTS UNIT SACRAMENTO

RESPONSIBILITIES: Under the direction of the Staff Services Manager III, Enforcement Branch, the incumbent provides first line supervision of Enforcement Branch Headquarters staff of the Budgets, Property Control, and Special Projects Unit. Responsible for directing day-to-day operations and providing strategic direction in the areas of budgeting, accounting, expenditure and encumbrance tracking, and fiscal management, reporting, policy and procedures, web sites, and Investigation Division Case Management System. Plans, manages, directs, assigns projects and establishes priorities for the Budget/Accounting, Property Control, and Special Projects areas. The incumbent conducts and/or reviews analytical studies and surveys; formulates procedures, policies, and program alternatives; and makes recommendations on administrative- and program-related problems. The incumbent may also act on the behalf of the Chief, Enforcement Branch Headquarters in his/her absence. ***Fingerprinting and background check are required. Free parking!***

DESIRABLE QUALIFICATIONS:

- Prepare and successfully explain a program budget;
- Knowledge of the State and Department's contract policies and procedures;
- Knowledge of the State and Department's purchasing policies and procedures;
- Ability to work in a fast-paced environment and to organize/prioritize workload to meet demands;
- Independently resolve complex issues within a short timeframe;
- Provide excellent oral and written communications;
- Demonstrated ability to act independently, open-mindedness, flexibility, and tact
- Foster cohesive working relationships with people from within and outside of the department;
- Ability to provide accurate, clear, and timely advice and direction;
- Strong skills in Microsoft Applications (i.e. Outlook, Word, Excel, Access and PowerPoint).

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

8/1/13 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "SSM I, PSN # 413-189-4800-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email eva.crew@insurance.ca.gov

FINAL FILING DATE: August 14, 2013 by 5:00 p.m., Close of Business

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

8/1/13 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
